University of Windsor

*Policy Title: Printing and Photocopying

Policy Number:

*Date Established: [original date of approval]   July 1, 2019

*Office with Administrative Responsibility: Leddy Library

*Approver: Leddy Library

*Revision Date(s): [fill this in each time an amendment is approved]

Introduction /Background / Purpose

To describe the procedures for printing or photocopying at Leddy Library.

Application / Scope of Policy

Method of Payment:

Patrons pay for their print job and their photocopying with their UwinCARD. Community borrowers may purchase a Uwin guest card form the UwinCARD deposit machine in the library or from the CAW centre. The cost of this card is **$2.00** which includes **$1.00** worth of Uwin cash on the card. In order to print using a UwinCARD, patrons will need to have deposited funds onto their UwinCARD.

There are several ways to add funds to the card:

1. Add cash directly to your card using the UwinCARD deposit machine in the Leddy Library or in the CAW Student Centre (next to the 1st floor Information Desk)
2. Go to the UwinCARD office in the basement of the CAW Student Centre
3. Deposit funds from a credit card using https://my.uwindsor.ca/ (look for financial matters along the top then select UwinCARD from the dropdown menu). ***There is a $10.00 minimum and a $1.00 surcharge to add funds using this service.**

Printing Costs:

Printing costs .07 per page for monochrome printing and .24 per page for colour printing

Printer Locations:

On the Main floor of the Main Library Building there are four monochrome printers and a colour printer located just east of the elevators on the main floor.

On the basement floor of the Main Library Building there is a monochrome printer located across from the elevators.

In the West Building there is a monochrome printer located on the basement floor near the main group of study carrels.

Procedure:

To use the UwinCARD in the library, select a GoPrint printer to send your job to. By default, the print will be directed to the GoPrint monochrome printer in the building which you are located, although you may send to any of our four network printer locations.

To select the GoPrint printer, click print as per normal and then select the GoPrint printer you would like to send your job to. Th GoPrint printer names are self-explanatory.

Using your UwinCARD and the GoPrint Release Station:

In order to use your UwinCARD and the GoPrint release station, you must have selected a GoPrint printer in the print dialogue box on the computer you are using. Your job will be identified by the station name.

Photocopying:

There are 9 copiers available throughout the library. UwinCARD is used to pay for copies.

Main Building:

- Main Floor - 4 monochrome copiers and 1 colour copier
- Basement - 2 monochrome copiers

West Building:

- Main Floor - 1 monochrome copier
- Basement - 1 monochrome copier

Photocopying Costs:

- 9 cents per page for black and white
- 26 cents per page for colour

Cross References (May include Procedures and Forms Related to the Policy^)

UwinCARD – Library Use